

**UNITED STATES PROBATION OFFICE  
SOUTHERN DISTRICT OF WEST VIRGINIA**

**EMPLOYMENT OPPORTUNITY**

<b>Position:</b>	Executive Assistant to the Chief Probation Officer
<b>Announcement #:</b>	16-PO-04
<b>Appointment Type:</b>	Full-time; permanent
<b>Location:</b>	Charleston, WV
<b>Starting Salary:</b>	CL 25 – CL 26 (\$39,171 – \$70,103 per year) <i>Starting salary is based on current salary, education, experience and qualifications.</i>
<b>Promotion Potential:</b>	Up to CL 26 without further competition
<b>Opening Date:</b>	May 25, 2016
<b>Closing Date:</b>	Open until filled - Résumés received by <b>June 17, 2016</b> will receive first consideration.
<b>Open To:</b>	All qualified applicants

The incumbent performs and coordinates administrative, operational and professional support services for the Chief Probation Officer (CUSPO) and Deputy Chief Probation Officer (DCUSPO). The incumbent ensures the efficient management of correspondence, reports, resources, events, and meetings. The incumbent also provides specialized technical and administrative support to probation officers. The Executive Assistant reports directly to the Chief Probation Officer.

**Representative Duties:**

- Receives, screens, and refers telephone calls and personal visitors. Answers routine inquiries and provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters. Serve as liaison to judges' chambers, other court support units, other courts, U.S. Attorney's Office, Federal Public Defender's Office, members of the bar, as well as the Administrative Office and the Federal Judicial Center, on behalf of the Chief and Deputy Chief, as appropriate.
- Perform administrative/clerical duties for CUSPO, DCUSPO (typing, filing, editing, copying, receptionist, etc.). Prepare executive correspondence and other materials, from rough copy, or own notes, for the court unit executive's review and signature. Edit materials prepared by others for the Chief's and Deputy Chief's signature for accuracy, proper grammar and spelling. Sign routine correspondence as authorized. Receives, reviews, sorts and distributes mail and faxes for CUSPO and DCUSPO, and routes intra-office mail.
- Maintain the Chief's and Deputy Chief's calendar and schedules, at times.

- Arrange meetings or other events, including notification to participants and logistical coordination. Prepare materials for meetings and training.
- Arrange for the most economical travel and lodging for the probation executives and staff. Complete CUSPO and DCUSPO travel vouchers. Review all employee travel vouchers prior to submission to the Chief. Prepare payment approval vouchers.
- Maintain, upgrade, and file all local Probation Office policies.
- Maintain staff organizational charts.
- Issue and maintain record of court identification materials for probation employees, i.e., badges, key cards, I.D.s, door keys, parking passes, Federal building parking spaces and numbers.
- Track employee anniversary dates and notifies management and prepares framed certificates. Maintain emergency information, emergency contacts, and phone numbers for all probation employees.
- Perform assembly of goods as required. Liaison between Probation and Administrative Services - Receives, reviews, sorts, keeps a record of and delivers all probation office invoices and purchase orders to procurement specialist for payment, etc.
- Maintain Charleston supply room and supply order. Checks order when arrives and distributes supplies. On occasion, pack and ship needed supplies to other offices. Keep a record of all types of printer, toner, calendars, and miscellaneous supplies used by Charleston office. Maintain a record of and contacts for maintenance for Charleston probation copiers, printers, faxes, etc.
- Maintain copy of all probation invoices and packing slips. Maintain all inventories. Keeps inventory for safes in Charleston.
- Coordinate general activities in the immediate office, and may arrange for equipment maintenance and the ordering of supplies. Serve as liaison to the building manager's office (GSA) for office's physical needs (heating, cooling, lighting, cleaning) and to various other offices, particularly court administration staff on matters related to purchasing, billing, and inventories.
- Conduct credit checks through Equifax on new employees, as requested. Administer Equifax access for probation officers and their recertification.
- Enter, validate, and remove offenders in ATLAS-SRF (supervised release file).

- In PACTS: process drug screen results for Charleston offenders; enter offender passport information and Second Chance payments; verify offender's employment to send to Workforce WV; and collect restitution information to send to Administrative Services.
- Maintain record of all offender passports and send to State Department.
- In the absence of Charleston probation clerks/technicians, perform their duties. Travel to other locations to perform probation clerk/technician duties.
- Maintain confidentiality in all matters of the Court and the Probation Office. Assess the urgency and importance of situations and take appropriate action.

### **Qualifications:**

To qualify at CL-25, applicants must have at least one year of specialized experience equivalent to CL-24. To qualify at CL-26, applicants must have at least one year of specialized experience equivalent to CL-25. *Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.*

This position requires strong oral and written communication skills. Must exercise a high degree of judgment, integrity, and initiative; meet high standards of performance and conduct; and adhere to all confidentiality restrictions. Skill in the use of common computer software and data entry is required. The ability to work independently and without supervision is essential. Knowledge of the criminal justice system, particularly as it relates to the Probation Office is helpful, but not required.

### **Employee Benefits:**

This position is covered by the Court Personnel System and is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave annually, accrual of 13 days of sick leave annually, a long term care program, periodic salary increases, and 10 paid holidays per year.

### **Information for Applicants:**

The United States Probation Office is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. The final candidate must submit to a background investigation, which includes FBI fingerprint check, a credit check, and a National Crime Information Center (NCIC) check. A

positive suitability determination on the background investigation is required for continued employment. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request.

**Application Process:**

Qualified applicants should submit a cover letter and résumé. The cover letter should identify how your education and/or experience qualify you for the position. The résumé should detail your education and previous work experience. To receive first consideration application materials must be received by the close of business **June 17, 2016** at the below address or email address. Only applicants selected for interview will be contacted. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

U.S. Probation Office –Southern District of WV  
300 Virginia Street, East, Rm 2400  
Charleston, WV 25301

**Attention: Vacancy # 16-PO-04**

Email: [Korin\\_Parsons@wvsd.uscourts.gov](mailto:Korin_Parsons@wvsd.uscourts.gov)

***The United States Probation Office is an equal opportunity employer and values diversity in the work place.***

The U. S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.
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